Appendix D: Final Telephone Survey Instrument

FINANCE, URB58182 F182

FIELD FINAL - JULY 21, 2003 (Columns are ABSOLUTE)

	The Gallup Organization, Inc.
Project Registration #139242	
COMMONWEALTH OF VIRGINIA	APPROVED BY CLIENT
City Center: Washington D.C. Urban Institute Study Abraham/Miller-Steiger/Richter Jane Wood, Specwriter	APPROVED BY PROJECT MANAGER
July, 2003	n=1000
I.D.#:	(1- 6)
**AREA CODE AND TELEPHONE NUMBER:	(649 - 658)
**INTERVIEW TIME:	(716 - 721)
when the respondent answer statement is read after the entered after the Introduction of the entered after the entered after the entered after the Introduction of the entered after	"Continue" response is ton and before the first be recorded for quality and Terminate)(984)
	(59 - 63)

Hello, this is ______, from The Gallup Poll. We are conducting a survey for the Commonwealth of Virginia about issues related to work so the state can improve employment and training policies. Let me assure you that the information you provide will be held in strict confidence and used only for statistical purposes.

(If respondent is reluctant, read:) Your participation is really important. The interview is short and the results will help Virginia improve opportunities for employment and training in the next few years. We're looking to speak with all kinds of Virginia residents, regardless of your employment status.

- 1 Respondent available (Continue)
- 8 (Soft Refusal)
- 9 (Hard Refusal) (Thank and Terminate) ____(1001)
- S1. Of the adults age 18 to 65 in your household, I need to speak to the one who had the most recent birthday. Would that be you?
 - 1 Yes, respondent available (Continue)
 - 4 No, ask to speak to that person (Continue)
 - 5 No such person in household (Thank and Terminate)
 - 7 Respondent not available (Set time to call back)
 - 8 (Refused) (Thank and Terminate) ____(1002)

(If code 4 in S1, Continue; Otherwise, Skip to S2)

(If	necessary,	read:)
-----	------------	--------

Hello, this is ______, from The Gallup Poll. We are conducting a survey for the Commonwealth of Virginia about issues related to work so the state can improve employment and training policies. Let me assure you that the information you provide will be held in strict confidence and used only for statistical purposes.

- S2. What is your age? (If necessary, read:) This is to confirm that we are speaking with someone who is between the ages of 18 and 65. (Open ended and code actual age)
 - 00 (Refused) (PROBE ONCE, Then Reset to S1)
 - 17 (Under age 17) (Reset to S1)
 - 66 (66 or older) (Reset to S1)
 - 18-
 - 65 (Continue)

 $\frac{}{(1003)}\frac{}{(1004)}$

S3. In what county of Virginia do you live? If you live in a city and not a part of a county, please say so. (Open ended and-code-from-hard-copy) (If necessary, say:)
Where do you live most of the time?

01	Accomack	34	Frederick	66	Orange
02	Albemarle	35	Giles	67	Page
03	Alleghany	36	Gloucester	68	Patrick
04	Amelia	37	Goochland	69	Pittsylvania
05	Amherst	38	Grayson	70	Powhatan
06	Appomattox	39	Greene	71	Prince Edward
07	Arlington	40	Greensville	72	Prince George
08	Augusta	41	Halifax	73	Prince William
09	Bath	42	Hanover	74	Pulaski
10	Bedford	43	Henrico	75	Rappahannock
11	Bland	44	Henry	76	Richmond
12	Botetourt	45	Highland	77	Roanoke
13	Brunswick	46	Isle of Wight	78	Rockbridge
14	Buchanan	47	James City	79	Rockingham
15	Buckingham	48	King and Queen	80	Russell
16	Campbell	49	King George	81	Scott
17	Caroline	50	King William	82	Shenandoah
18	Carroll	51	Lancaster	83	Smyth
19	Charles City	52	Lee	84	Southampton
20	Charlotte	53	Loudoun	85	Spotsylvania
21	Chesterfield	54	Louisa	86	Stafford
22	Clarke	55	Lunenburg	87	Surry
23	Craig	56	Madison	88	Sussex
24	Culpeper	57	Mathews	89	Tazewell
25	Cumberland	58	Mecklenburg	90	Warren
26	Dickenson	59	Middlesex	91	Washington
27	Dinwiddie	60	Montgomery	92	Westmoreland
28	Essex	61	Nelson	93	Wise
29	Fairfax	62	New Kent	94	Wythe
30	Fauquier	63	Northampton	95	York
31	Floyd	64	Northumberland		
32	Fluvanna	65	Nottoway		
33	Franklin				
00	Live in city				

(1005) (1006)

(DK)

(Refused)

98

99

If code 00 in S3, Continue; If code 01-95 in S3, Skip to Read before #1; Otherwise, Thank and Terminate)

S4. In what city do you live? (Open ended and code)

01	Alexandria	22	Manassas
02	Bedford	23	Manassas Park
03	Bristol	24	Martinsville
04	Buena Vista	25	Newport News
05	Charlottesville	26	Norfolk
06	Chesapeake	27	Norton
07	Clifton Forge	28	Petersburg
80	Colonial Heights	29	Poquoson
09	Covington	30	Portsmouth
10	Danville	31	Radford
11	Emporia	32	Richmond
12	Fairfax	33	Roanoke
13	Falls Church	34	Salem
14	Franklin	35	South Boston
15	Fredericksburg	36	Staunton
16	Galax	37	Suffolk
17	Hampton	38	Virginia Beach
18	Harrisonburg	39	Waynesboro
19	Hopewell	40	Williamsburg
20	Lexington	41	Winchester
21	Lynchburg		
98	(DK)		
99	(Refused)		

(1007) (1008)

(READ:) First I would like to ask you some questions about your employment status.

- 1. Which of the following best describes your current situation are you employed full-time, employed part-time, retired, a homemaker, a student, unemployed but looking for work, or unemployed and not looking for work?
 - 01 Employed full-time
 - 02 Employed part-time
 - 03 Retired
 - 04 Homemaker
 - 05 Student
 - 06 Unemployed but looking for work
 - 07 Unemployed and not looking for work
 - 08 (Disabled/unable to work)
 - 09 (Other) (do not list)
 - 10 (DK)
 - 11 (Refused)

(1301)	(1302)

(If code 01 or 02 in #1, Continue;
If code 03 in #1, Skip to Note before #26;
Otherwise, Skip to Note before #16)

EMPLOYMENT AND BENEFITS (ASKED ONLY OF THOSE WHO ARE CURRENTLY EMPLOYED)

- 2. I'd like for you to think about your MAIN job, that is, the one where you spend the most time. In a typical week, do you work 30 hours or more at your MAIN job?
 - 1 Yes
 - 2 No
 - 3 (DK)
 - 4 (Refused)

____(1303)

- 3. What kind of work do you do at this job, or what is your occupation? (Open ended **and code from hard copy)**
 - 01 Other (list)

(If "self employed/owner" PROBE:) What type of work do you do or what type of business are you the owner of?

- 02 (DK)
- 03 (Refused)
- 04 HOLD
- 05 HOLD
- O6 <u>Professional worker</u>-lawyer, doctor, scientist, teacher, engineer, nurse, accountant, investment banker, stock brokerage, marketing, musician
- 07 <u>Manager, Executive or Official</u>-in a business, government agency, or other organization
- 08 <u>Business Owner</u>-such as a store, factory, plumbing contractor, etc.
- O9 <u>Clerical or Office Worker</u>-in business, government agency, or other type of organization--such as a typist, secretary, postal clerk, telephone operator, computer operator, data entry, bank clerk, etc.
- 10 <u>Sales worker</u>-clerk in a store, door-to-door salesperson, sales associate
- 11 <u>Manufacturer's Representative</u>-outside sales person, sales representative
- 12 <u>Service worker</u>-policeman/woman, fireman, waiter or waitress, maid, nurse's aide, attendant, barber or beautician, fast-food
- 13 <u>Skilled Tradesman</u>-printer, baker, tailor, electrician, machinist, linesman, railroad engineer, plumber, or does mechanical work such as garage mechanic, carpenter, etc.
- 14 <u>Semi-skilled Worker</u>-operates a machine in a factory, is an assembly line worker in a factory, drives a truck, taxi cab, or bus, etc.
- Unskilled/Laborer/Elementary Occupationsplumber's helper, construction laborer, longshoreman, sanitation worker, maintenance, housekeeping, or other physical work
- 16 <u>Technology professional</u>-Web designer, network administrator, systems engineer, programmer, systems analyst, Internet, IT
- 17 Agriculture and Fishery Workers

(1304) (1305)

- 4. Is this job with the government, a private company, a non-profit organization, or are you self-employed? 1 Government 2 Private company 3 Non-profit organization (include tax exempt and charitable organizations) 4 Self-employed 5 (DK) 6 (Refused) ____(1306) How many jobs have you held in the past five years with 5. different employers? Include both full-time and parttime positions. (Open ended and code) 0 None 1 One 2 Two 3 Three 4 Four 5 Five 6 More than five
 - (If code 2-6 in #5, Continue; Otherwise, Skip to #7)
- 6. The last time you left a job, what was your reason for leaving that job? Was it (read 1-6)?
 - 1 Because you found a new job
 - 2 Because you wanted to look for a new job
 - 3 Because you were laid off or let go for some other reason
 - 4 So you could continue your education
 - 5 Because of health reasons
 - Or was it to leave the workforce for some other reason (i.e. Retired, to raise children, etc.)
 - 7 (DK)

7

8

(DK)

(Refused)

8 (Refused)

____(1308)

____(1307)

,.	and avai shar	receive some or all of the benefits that would be lable if they worked full-time. This is called job ing. How interested would you be in working in a sharing arrangement? Would you be (read 4-1)?	
	4	Very interested	
	3	Somewhat interested	
	2	Not too interested	
	1	Not interested at all	
	5	(I currently work in a job sharing arrangement)	
	6	(DK)	
	7	(Refused)	
	8	(Not applicable/Self employed/Work at home)	(1309)
(REA	D:)	Now I'd like to ask you some questions about skills and training.	
8.		you began your current job, were you required to any of the following? How about (read A-C)?	
	1	Yes	
	2	No	
	3	(DK)	
	4	(Refused)	
	Α.	Vocational training after high school resulting in a license or proficiency (pro-FISH-in-see) exam	(1310)
		exam	(1310)
	В.	Prior experience as a supervisor in a related occupation	(1311)
	C.	On-the-job training	(1312)
		(If code 1 in #8-C, Continue; Otherwise, Skip to #10)	

9.	How	long was your on-the-job training? Was it (read 1-3)?	
	1 2 3	Less than one month 1 to 12 months More than 12 months	
	4 5	(DK) (Refused)	(1313)
10.		th of the following skills are a primary part of your (Read A-G)	
	1 2 3 4	Yes No (DK) (Refused)	
	Α.	Supervisory skills	(1318)
	В.	Customer service skills	(1319)
	C.	Working as a team member	(1320)
	D.	Computer skills	(1317)
	Ε.	Basic math skills	(1315)
	F.	Writing skills	(1314)
	G.	Problem solving skills (If necessary, read:) Problem solving is the ability to identify problems, come up with solutions, and make effective decisions	(1316)

(SURVENT NOTE: Ask #11 and #12 for each A-G, as appropriate, before going to the next A-G)

11.	the foll like	likely are you to seek additional training within next 5 years to increase your skills in each of the owing areas? How about (read A-G)? Are you very ly, somewhat likely, not very likely, or very kely?	
	4 3 2 1	Very likely Somewhat likely Not very likely Very unlikely	
	5 6	(DK) (Refused)	
	A.	Supervisory skills	(1325)
	В.	Customer service skills	(1326)
	C.	Working as a team member	(1327)
	D.	Computer skills	(1324)
	E.	Basic math skills	(1322)
	F.	Writing skills	(1321)
	G.	Problem solving skills	(1323)
12.	you addi for 1 2 3 4 5	each code 1 or 2 in #11 A-G, ask:) Is that because don't use the skill, because you don't need tional training, because of the cost of training, or some other reason? (Display A-G, as appropriate) Don't use the skill Don't need additional training Because of cost of training For some other reason (DK)	
	6	(Refused)	

Α.

В.

Supervisory skills

Customer service skills

____(1332)

____(1333)

12.	(Cor	ntinued:)	
	C.	Working as a team member	(1334)
	D.	Computer skills	(1331)
	Ε.	Basic math skills	(1329)
	F.	Writing skills	(1328)
	G.	Problem solving skills	(1330)
	<u>(</u>	If code 3 or 4 to ANY in #11 A-G, Continue; Otherwise, Skip to #13a)	
13.	plac Woul	likely would you be to go to each of the following ses to get additional training? How about (read A-G)? do you be very likely, somewhat likely, not too ely or not likely at all?	
	4 3 2 1	Very likely Somewhat likely Not too likely Not likely at all	
	5 6	(DK) (Refused)	
	Α.	On-site or on-the-job training	()
	В.	Community college	()
	С.	4-year college	()
	D.	Private training institution	()
	E.	Adult continuing education	()
	F.	Local Workforce Center	()
	G.	Somewhere else	()
		HOLD	(1335- 1341)

13a.	skil for cost or fund	general, if you needed additional training in ls that were relevant to your job, who would pay this training? Would your employer pay all the s, would you share the costs with your employer, would you pay all the costs yourself? If your ing would come from some other source, please say (INTERVIEWER NOTE: Code employer reimbursement as	
	1 2 3 4	Employer pay all costs Share costs You pay all costs Some other source	
	5 6 7 8	<pre>(Depends) (Not applicable/Self employed/Work at home) (DK) (Refused)</pre>	(
14.	the	se tell me if your current employer offers any of following benefits, even if you do not personally ive that benefit. (Read A-G)	
	1 2 3 4	Yes No (DK) (Refused)	
	A.	Health insurance	(1342)
	В.	Pension or retirement benefits	(1343)
	C.	Sick leave	(1344)
	D.	Vacation or annual leave	(1345)
		vacacion or annual leave	(1313)
	Ε.	Subsidized continuing education	(1346)
	E. F.		

15.	work plea impo impo	I'd like to ask you some questions about your place environment. For each of the following, se tell me whether it is something that is very rtant to you, somewhat important, not too rtant, or not at all important when thinking about workplace. How about (read and rotate A-F)?	
	4 3 2 1	Very important Somewhat important Not too important Not important at all	
	5 6 7	(DK) (Refused) (Not applicable/Self employed/Work at home)	
	A.	Relationships with coworkers	(1349)
	В.	Flexibility of hours	(1350)
	C.	Relationship with your supervisor	(1351)
	D.	Having a short commute	(1352)
	Ε.	Having a workplace that is racially, religiously, or ethnically diverse	(1353)
	F.	Having the option to telecommute or work from home	(1354)
_		D/NOT IN LABOR FORCE (ASKED ONLY OF THOSE WHO ARE	
	<u>3</u>	(If code 06, 07, or 08 in #1, Continue; If code 04, 05, or 09-11 in #1, Skip to #17; Otherwise, Skip to Note before #21)	

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(Refused)

benefits?

Yes

(DK)

No

1

2

3

4

____(1355)

16. Are you currently receiving unemployment insurance

(If code 06 in #1, Skip to #18; Otherwise, Continue)

- 17. How likely are you to look for paid work in the next five years? Would you say that you are very likely, somewhat likely, not very likely, or very unlikely to look for work within the next 5 years?
 - 4 Very likely
 - 3 Somewhat likely
 - 2 Not very likely
 - 1 Very unlikely
 - 5 (DK)
 - 6 (Refused)

____(1356)

(If code 2, 3, or 4 in #17, Continue; Otherwise, Skip to Note before #21)

- 18. [(If code 04, 05, or 07-11 in #1, read:) If you decide to look for work in the next five years, would you/(If code 06 in #1, read:) Do you] prefer to work full-time or part-time?
 - 1 Full-time
 - 2 Part-time
 - 3 (Either)
 - 4 (DK)
 - 5 (Refused)

(1357)

19.	how to impo	you were to get a paid job in the next five years, important would each of the following benefits be you? For each, tell me if it would be very extant, somewhat important, not too important, or important at all. How about (read A-G)?	
	4 3 2 1	Very important Somewhat important Not too important Not important at all	
	5 6	(DK) (Refused)	
	A.	Health insurance	(1358)
	В.	Pension or retirement benefits	(1359)
	C.	Sick leave	(1360)
	D.	Vacation or annual leave	(1361)
	Ε.	Subsidized continuing education	(1362)
	F.	Short- or long-term disability	(1363)
	G.	Life insurance	(1364)
20.	plea aspe whet impo	you were to get a paid job in the next five years, see tell me how important each of the following ects of a workplace environment would be to you, her it would be very important, somewhat ertant, not too important, or not important at all. about (read and rotate A-F)?	
	4 3 2 1	Very important Somewhat important Not too important Not important at all	
	5 6	(DK) (Refused)	
	A.	Relationships with coworkers	(1365)

	В.	Flexibility of hours		_(1366)
	C.	Relationship with your supervisor		_(1367)
	D.	Having a short commute		_(1368)
	E.	Having a workplace that is racially, religiously, or ethnically diverse		_(1369)
	F.	Having the option to telecommute or work from home		_(1370)
CURR		(If code 01, 02, 05, or 06 in #1, Continue; Otherwise, Skip to Note before #26)		
CURR				
(REA	D:)	Now I'd like to ask you some questions about		
		retirement.		
21.		hat age do you plan to retire? Your best guess is . (Open ended and code actual age)		
	96	96+		
		(I am already retired)		
		(DK) (Refused)		
		·	(1371)	(1372)
	,	TE		

(If code 97 in #21, Skip to Note before #26; Otherwise, Continue)

20. (Continued:)

(If code 01-96 in #21 AND [Response in #21 minus response in S2] equals 10 or less, Continue; If code 01-96 in #21 AND [Response in #21 minus response in S2] equals 11-15, Skip to #25;

- Otherwise, Skip to Note before #26)
- 22. Would the availability of additional training or education entice you to continue working longer?
 - 1 Yes
 - 2 No
 - 3 (DK)
 - 4 (Refused)

____(1373)

- 23. How likely are you to seek paid work at some point after you retire? Would you say you are very likely, somewhat likely, not too likely, or not at all likely?
 - 4 Very likely
 - 3 Somewhat likely
 - 2 Not too likely
 - 1 Not likely at all
 - 5 (DK)
 - 6 (Refused)

____(1374)

(If code 2, 3, or 4 in #23, Continue; Otherwise, Skip to #25)

- 24. If you do work after you retire, are you likely to work full-time or part-time?
 - 1 Full-time
 - 2 Part-time
 - 3 (DK)
 - 4 (Refused)

(1375)

25.		ed retirement is when your employer allows you to
		back on your working hours gradually over several
	-	s before retiring totally. If phased retirement
	was	an option for you, would you be very likely,
	some	what likely, not too likely, or not likely at all
	to t	ake it?
	4	Very likely
	3	Somewhat likely
	2	Not too likely
		-
	1	Not likely at all
	5	(DK)
	6	(Refused)

____(1376)

RETIREMENT NEEDS OF RETIREES (ASKED ONLY OF THOSE WHO ARE RETIRED)

(Not applicable/Self employed/Work at home)

(If code 03 in #1 OR code 97 in #21, Continue; Otherwise, Skip to #29)

26.	Αt	what	age	did	you	retire?	(Open	ended	and	code	actual
	age	<u>e)</u>									

97 97+ 98 (DK)

7

(Refused) 99

(1377) (1378)

- 27. Even though you are retired, how likely are you to get a paying job within the next five years? Are you very likely, somewhat likely, not too likely, or not likely at all?
 - 4 Very likely
 - 3 Somewhat likely
 - 2 Not too likely
 - 1 Not likely at all
 - 5 (Already have a job in retirement)
 - 6 (DK)
 - 7 (Refused)

____(1379)

(If code 2, 3, or 4 in #27, Continue; Otherwise, Skip to #29)

- 28. If you were to get a paying job in the next five years, would you be more likely to work full-time or part-time?
 - 1 Full-time
 - 2 Part-time
 - 3 (DK)
 - 4 (Refused)

____(1380)

QUALITY OF LIFE (ASKED OF ALL)

- 29. Now I'd like to ask you some questions about general quality of life issues. Please tell me how important each of the following issues are to you. How about (read and rotate A-F)? Is this very important, somewhat important, not too important, or not important at all to you?
 - 4 Very important
 - 3 Somewhat important
 - 2 Not too important
 - 1 Not important at all
 - 5 (DK)

F.

- 6 (Refused)
- A. Having time to spend with friends and family ______(1401)

 B. Having access to quality schools ______(1402)

 C. Having access to affordable housing ______(1403)

 D. Living close to a metropolitan area _______(1404)

 E. Living in an area with a low crime rate _______(1405)

____(1406)

Living in an area with little traffic congestion

DEMOGRAPHICS (ASKED OF ALL)

(READ:)	Finally,	а	few	questions	for	statistical	purposes
	$only, \dots$						

- D1. NUMBER OF ADULTS: Including yourself, how many adults age 18 or older currently reside in your household? Please do not count students living away from home or boarders. (Open ended and code)
 - 0 None
 - 1 One
 - 2 Two
 - 3 Three
 - 4 Four
 - 5 Five
 - 6 Six
 - 7 Seven or more
 - 8 (DK)
 - 9 (Refused)

(1407)

- D2. NUMBER OF CHILDREN: How many children, under 18 years of age, currently reside in your household? Please do not count students living away from home or boarders. (Open ended and code)
 - 0 None
 - 1 One
 - 2 Two
 - 3 Three
 - 4 Four
 - 5 Five
 - 6 Six
 - 7 Seven or more
 - 8 (DK)
 - 9 (Refused)

____(1408)

(DEMOGRAPHICS CONTINUED)

D3.		ATION: What is the highest grade or year of school have completed? (Open ended and code)	
	1 2 3 4 5 6 7 8 9	No formal education First through 8th grade Some high school High school graduate or GED Some college Associates degree Four-year college graduate Graduate degree or above (DK) (Refused)	(1409)
	ŭ		(110))
		(If code 8 in D3, Continue; Otherwise, Skip to D5)	
D4.		h of the following graduate degrees do you hold?	
	1 2 3 4	Yes No (DK) (Refused)	
	Α.	Master's degree	(1410)
	В.	Ph. D (Doctoral degree)	(1411)
	С.	First professional degree, such as a law degree or a medical degree	(1412)
D5.	ETHN desc	ICITY: Are you of Hispanic or Latino origin or ent?	
	1	Yes	
	2	No (DK)	
	4	(Refused)	(1413)
		(DEMOGRAPHICS CONTINUED)	

RAC!	
Daci	rground? (Read 01-06)
01	White
02	Black or African-American
03	Asian (includes Chinese, Filipino, Japanese,
	Asian Indian, Korean, Vietnamese, other Asian)
04	American Indian or Alaskan Native
05	Native Hawaiian or other Pacific Islander
06	Other (do NOT list)
07	(DK)
08	(Refused)
09	(Hispanic)
	${(1414)} {(1415)}$
IMM	IGRATION STATUS: Have you moved to the United
Stat	tes from another country within the past 5 years?

____(1416)

(DEMOGRAPHICS CONTINUED)

1

2

3

4

Yes

(DK)

(Refused)

No

	taxes, in 2002 over	or under \$50,000?	
	<pre>(If Under, ask:) (If Under, ask:) (If Under, ask:)</pre>	Is it over or under \$30,000? Is it over or under \$15,000? Is it over or under \$5,000?	
	<pre>(If Over, ask:) (If Over, ask:) (If Over, ask:)</pre>	Is it over or under \$75,000? Is it over or under \$100,000? Is it over or under \$125,000?	
	4 \$30,000 to les 5 \$50,000 to les 6 \$75,000 to les	than \$15,000 s than \$30,000 s than \$50,000 s than \$75,000 s than \$100,000 ss than \$125,000	(1417)
D9.		essary:) Are you male or female?	
	1 Male 2 Female		(1418)
D10.	your household, not machine, modem, or	phone NUMBERS do you have coming into including lines dedicated to a fax used strictly for business purposes? ular phones. (Open ended and code)	
	<pre>1 One 2 Two 3 Three 4 Four 5 Five or more</pre>		
	6 (DK) 7 (Refused)		(1419)

D8. INCOME: Was your total annual household income, before

(VALIDATE PHONE NUMBER AND THANK RESPONDENT BY SAYING:)

Again, this is, with the Gallup	
Organization of I would like to thank y	ou
for your time. Our mission is to "help people	be
heard" and your opinions are important to Gall	.up
in accomplishing this.	

INTERVIEWER I.D. #: _____(571- 574)